NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM

RFP OTI-90-0002

OUTREACH TO STATES AND ESTABLISHMENT OF GROUP HOMES FOR SPECIAL POPULATIONS BASED ON THE OXFORD HOUSE MODEL

BUSINESS MANAGEMENT AND COST/PRICE PROPOSAL

Volume II

OXFORD HOUSE, INC.

in association with

INSTITUTES FOR BEHAVIOR RSOURCES, INC.

DEPARTMENT OF CRIMINAL JUSTICE
UNIVERSITY OF SOUTH FLORIDA

July 13, 1990

CONTRACT PRICING PROPOSAL COVER SHEET

1. SOLICITATION/CONTRACT/MODIFICATION NO. OTI 90-0002

FORM APPROVED OMB NO. 9000-0013

NOTE: This form is used in contract actions if submission of cost or pricing data is required. *(See FAR 15.804-6(b))*

2. NAME AND ADDRESS OF OFFEROR *(Include ZIP Code)*

Oxford House, Inc.
11317 Beach Mill Road
P.O. Box 994
Great Falls, VA 22066-0994

3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT
Roberta S. Wilhelm
Chief COntr.Mgt. Branch

3B. TELEPHONE NO.
443-1191

4. TYPE OF CONTRACT ACTION *(Check)*

- [X] A. NEW CONTRACT
- [ ] B. CHANGE ORDER
- [ ] C. PRICE REVISION/ REDETERMINATION
- [ ] D. LETTER CONTRACT
- [ ] E. UNPRICED ORDER
- [ ] F. OTHER *(Specify)*

5. TYPE OF CONTRACT *(Check)*

- [X] FFP
- [ ] CPFF
- [ ] CPIF
- [ ] CPAF
- [ ] FPI
- [ ] OTHER *(Specify)*

6. PROPOSED COST *(A+B=C)*

A. COST	B. PROFIT/FEE	C. TOTAL
$ 874,944.17	$ 45,055.83	$ 920,000.00

7. PLACE(S) AND PERIOD(S) OF PERFORMANCE

8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting this recap is required unless otherwise specified by the Contracting Officer. *(Continue on reverse, and then on plain paper, if necessary. Use same headings.)*

A. LINE ITEM NO.	B. IDENTIFICATION	C. QUANTITY	D. TOTAL PRICE	E. REF.
1.	Subcontractor Cost Hours	2,100	141,500.00	
2.	Direct Labor Hours	19,141	274,346.63	
3.	Labor Overhead		34,293.33	
4.	Travel and Subsistence		202,493.50	
5.	Individual COnsultant Services			
6.	Other Direct Costs		24,260.00	
7.	General and Administrative Expense		198,050.71	

9. PROVIDE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING *(If available)*

A. CONTRACT ADMINISTRATION OFFICE

Contracts Management Branch
National Institute of Alcohol
Abuse and Alcoholism

B. AUDIT OFFICE

10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? *(If "Yes," identify)*

- [ ] YES
- [X] NO

11A. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? *(If "Yes," complete Item 11B)*

- [X] YES
- [ ] NO

11B. TYPE OF FINANCING *(√ one)*

- [ ] ADVANCE PAYMENTS
- [X] PROGRESS PAYMENTS
- [ ] GUARANTEED LOANS

12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? *(If "Yes," identify item(s), customer(s) and contract number(s))*

- [X] YES
- [ ] NO

ADM CE 89-0029

13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31 COST PRINCIPLES? *(If "No," explain)*

- [X] YES
- [ ] NO

14. COST ACCOUNTING STANDARDS BOARD (CASB) DATA *(Public Law 91-379 as amended and FAR PART 30)*

A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATIONS? *(If "No," explain in proposal)*

- [ ] YES
- [ ] NO

B. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT *(CASB DS-1 or 2)*? *(If "Yes," specify in proposal the office to which submitted and if determined to be adequate)*

- [ ] YES
- [ ] NO

C. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NONCOMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? *(If "Yes," explain in proposal)*

- [ ] YES
- [X] NO

D. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? *(If "Yes," explain in proposal)*

- [ ] YES
- [X] NO

This proposal is submitted in response to the RFP, contract, modification, etc. in Item 1 and reflects our best estimates and/or actual costs as of this date and conforms with the instructions in FAR 15.804-6(b) (2), Table 15-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer or an authorized representative the right to examine, at any time before award, those books, records, documents and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.

15. NAME AND TITLE *(Type)*

Charles F. van der Burgh
Chief Financial Officer

16. NAME OF FIRM

Oxford House, Inc.

17. SIGNATURE

18. DATE OF SUBMISSION

07.13.90

COSTING

OBJECTIVE I

OXFORD HOUSE, INC.
PROPOSAL COST ESTIMATION
[Substitute Form SF1411]

CLIENT: DEPARTMENT OF HEALTH & HUMAN SERVICES

PROJECT DESCRIPTION: OBJECTIVE 1 - Tasks 1, 2 & 3
OUTREACH: Training/Establishing/Reporting

Proposal No: OTI 90-0002
Name: Roberta S. Wilhelm, Chief Contracts Management Branch
National Institute on Alcohol Abuse and Alcoholism

I - SUMMARY OF CONTRACT PRICING ELEMENTS:

NO:	IDENTIFICATION		QUANTITY	TOTAL
1.	SUBCONTRACTOR COST:	(Hours)	0	$0.00
2.	DIRECT LABOR:	(Hours)	11,340	$135,494.23
3.	LABOR OVERHEAD:			$16,936.78
4.	TRAVEL AND SUBSISTENCE:			$148,890.00
5.	INDIVIDUAL CONSULTANT SERVICES:	(Hours)	0	$0.00
6.	OTHER DIRECT COSTS:			$20,440.00
7.	GENERAL & ADMINISTRATIVE EXPENSE:			$96,568.23
		(Total Hours)	11,340	xxxxxxxxxxx
8.	TOTAL ESTIMATED DIRECT COST AND BURDEN:			$418,329.23
9.	FEE:			$21,670.77
10	TOTAL ESTIMATED COST AND FEE:			$440,000.00

DATE: 13-Jul-90 Friday

SIGNATURE OF PREPARER:

This cost proposal shall remain binding for a period of Sixty (60) days.

II - DETAIL OF CONTRACT PRICING ELEMENTS IN PROPOSAL:

1. DIRECT SUBCONTRACTS	Hours	Av.Rate/hr	Cost + Fee	EST.COST ($)
		$0.00	$0.00	
		$0.00	$0.00	
		$0.00	$0.00	$0.00
2. DIRECT LABOR	Hours	Av.Rate/hr	Cost	
Principal Executives	730	$38.46	$28,076.92	
Managing Executives	730	$33.65	$24,567.31	
Principal Associates	520	$16.83	$8,750.00	
Managing Associates	2,080	$10.63	$22,100.00	
Principal Consultants	2,080	$8.13	$16,900.00	
Consultants/Technicians	5,200	$6.75	$35,100.00	
Clerical and Support:	0	$0.00	$0.00	$135,494.23
3. LABOR OVERHEAD	Rate	x Base =	Burden	
	12.50%	$135,494.23	16,936.78	$16,936.78
4. TRAVEL EXPENSES:	[Unit]	[Amount]		
a) Transportation:				
73 site visits - 2.5 indiv	182.5	$350.00	$63,875.00	
Ground Transporation	73	$150.00	$10,950.00	
b) Subsistence:				
Per Diem	1,588 da	$25.00	$39,690.00	
Hotel & Lodgings	625 da	$55.00	$34,375.00	
				$148,890.00
5. INDIVIDUAL SERVICES:	Hours	Av.Rate/hr	Cost + Fee	
		$0.00	$0.00	
		$0.00	$0.00	
		$0.00	$0.00	$0.00
6. OTHER DIRECT COSTS:	[Unit]	[Amount]		
Printing & Copying	73 v	$150.00	$10,950.00	
Telephone & Communications	73 v	$75.00	$5,475.00	
Postage	73 v	$55.00	$4,015.00	
			$0.00	$20,440.00
7. GENERAL & ADMINISTRATIVE EXPENSE:	Rate	x Base =	Burden	
	30.01%	$321,761.01	96,568.23	$96,568.23
8. TOTAL DIRECT COST AND BURDEN:				$418,329.23
9. FEE:	Rate	x Base =	Burden	
	5.18%	$418,329.23	21,670.77	$21,670.77
10. TOTAL ESTIMATED CONTRACT COST:				$440,000.00

COSTING

OBJECTIVE II

OXFORD HOUSE, INC.
PROPOSAL COST ESTIMATION
[Substitute Form SF1411]

CLIENT: DEPARTMENT OF HEALTH & HUMAN SERVICES

PROJECT DESCRIPTION: OBJECTIVE II - METHADONE DEMONSTRATION HOUSES
Establish Three Specific Houses

Proposal No: OTI 90-0002
Name: Roberta S. Wilhelm, Chief Contracts Management Branch
National Institute on Alcohol Abuse and Alcoholism

I - SUMMARY OF CONTRACT PRICING ELEMENTS:

NO:	IDENTIFICATION		QUANTITY	TOTAL
1.	SUBCONTRACTOR COST:	(Hours)	1,000	$70,000.00
2.	DIRECT LABOR:	(Hours)	4,184	$84,770.19
3.	LABOR OVERHEAD:			$10,596.27
4.	TRAVEL AND SUBSISTENCE:			$31,344.00
5.	INDIVIDUAL CONSULTANT SERVICES:	(Hours)	0	$0.00
6.	OTHER DIRECT COSTS:			$2,370.00
7.	GENERAL & ADMINISTRATIVE EXPENSE:			$61,508.41
		(Total Hours)	5,184	xxxxxxxxxxx
8.	TOTAL ESTIMATED DIRECT COST AND BURDEN:			$260,588.88
9.	FEE:			$14,411.12
10	TOTAL ESTIMATED COST AND FEE:			$275,000.00

DATE: 13-Jul-90
Friday

SIGNATURE OF PREPARER:

This cost proposal shall remain binding for a period of Sixty (60) days.

II - DETAIL OF CONTRACT PRICING ELEMENTS IN PROPOSAL:

1. DIRECT SUBCONTRACTS	Hours	Av.Rate/hr	Cost + Fee	EST.COST ($)
IBR - Dr. Brady	1,000	$70.00	$70,000.00	
		$0.00	$0.00	
		$0.00	$0.00	$70,000.00
2. DIRECT LABOR	Hours	Av.Rate/hr	Cost	
Principal Executives	814	$44.54	$36,254.81	
Managing Executives	610	$30.23	$18,437.50	
Principal Associates	0	$0.00	$0.00	
Managing Associates	2,610	$10.83	$28,275.00	
Principal Consultants	0	$0.00	$0.00	
Consultants/Technicians	0	$0.00	$0.00	
Clerical and Support:	150	$12.02	$1,802.88	$84,770.19
3. LABOR OVERHEAD	Rate	x Base =	Burden	
	12.50%	$84,770.19	10,596.27	$10,596.27
4. TRAVEL EXPENSES:	[Unit]	[Amount]		
a) Transportation:				
Travel to sites	5	$350.00	$1,750.00	
Ground Transporation	5	$350.00	$1,750.00	
b) Subsistence:				
Per Diem	586 da	$25.00	$14,644.00	
Hotel & Lodgings	240 da	$55.00	$13,200.00	
				$31,344.00
5. INDIVIDUAL SERVICES:	Hours	Av.Rate/hr	Cost + Fee	
		$0.00	$0.00	
		$0.00	$0.00	
		$0.00	$0.00	$0.00
6. OTHER DIRECT COSTS:	[Unit]	[Amount]		
Printing & Copying	3 h	$150.00	$450.00	
Telephone & Communications	8 mo	$175.00	$1,400.00	
Postage	8 mo	$65.00	$520.00	
			$0.00	$2,370.00
7. GENERAL & ADMINISTRATIVE EXPENSE:	Rate	x Base =	Burden	
	30.90%	$199,080.47	61,508.41	$61,508.41
8. TOTAL DIRECT COST AND BURDEN:				$260,588.88
9. FEE:	Rate	x Base =	Burden	
	5.53%	$260,588.88	14,411.12	$14,411.12
10. TOTAL ESTIMATED CONTRACT COST:				$275,000.00

III - DIRECT LABOR - DETAIL OF EMPLOYEES BY CATEGORY

1. PRINCIPAL EXECUTIVES	Hours	Rate/hour	Cost	TOTALS Hours/Cost	AVERAGE Rate
J. Paul Molloy	750	$45.67	$34,254.81	814	
John Tuohey	64	$31.25	$2,000.00		
			$0.00		
			$0.00	$36,254.81	$44.54
2. MANAGING EXECUTIVES	**Hours**	**Rate/hour**	**Cost**	**Hours/Cost**	**Rate**
Charles van der Burgh	160	$40.87	$6,538.46	610	
John Jordan	450	$26.44	$11,899.04		
			$0.00		
			$0.00	$18,437.50	$30.23
3. PRINCIPAL ASSOCIATES	**Hours**	**Rate/hour**	**Cost**	**Hours/Cost**	**Rate**
Greg Heafner		$16.83	$0.00	0	
			$0.00		
			$0.00		
			$0.00	$0.00	$0.00
4. MANAGING ASSOCIATES	**Hours**	**Rate/hour**	**Cost**	**Hours/Cost**	**Rate**
Out-reach Mgr No.1	870	$11.25	$9,787.50	2,610	
Out-reach Mgr No.2	870	$11.25	$9,787.50		
Out-reach Mgr No.3	870	$10.00	$8,700.00		
Out-reach Mgr No.4		$10.00	$0.00	$28,275.00	$10.83
5. PRINCIPAL CONSULTANTS	**Hours**	**Rate/hour**	**Cost**	**Hours/Cost**	**Rate**
Outreach Personnel No.1		$8.75	$0.00	0	
Outreach Personnel No.2		$8.75	$0.00		
Outreach Personnel No.3		$7.50	$0.00		
Outreach Personnel No.3		$7.50	$0.00	$0.00	$0.00
6. CONSULTANTS/TECHNICIANS	**Hours**	**Rate/hour**	**Cost**	**Hours/Cost**	**Rate**
Outreach Personnel No.4		$7.50	$0.00	0	
Outreach Personnel No.6		$7.50	$0.00		
Outreach Personnel No.7		$6.25	$0.00		
Outreach Personnel No.8		$6.25	$0.00	$0.00	$0.00
7. SUPPORT STAFF	**Hours**	**Rate/hour**	**Cost**	**Hours/Cost**	**Rate**
Support Staff	150	$12.02	$1,802.88	150	
			$0.00		
			$0.00		
			$0.00	$1,802.88	$12.02
8. TOTALS	4,184	XXXXXXXXXXXX	$84,770.19	XXXXXXXXXXXX	$20.26

COSTING

OBJECTIVE III

OXFORD HOUSE, INC.
PROPOSAL COST ESTIMATION
[Substitute Form SF1411]

CLIENT: DEPARTMENT OF HEALTH & HUMAN SERVICES

PROJECT DESCRIPTION: OBJECTIVE III - CRIMINAL JUSTICE DEMONSTRATION HOUSES
Establish Three Specific Houses

Proposal No: OTI 90-0002
Name: Roberta S. Wilhelm, Chief Contracts Management Branch
National Institute on Alcohol Abuse and Alcoholism

I - SUMMARY OF CONTRACT PRICING ELEMENTS:

NO:	IDENTIFICATION		QUANTITY	TOTAL
1.	SUBCONTRACTOR COST:	(Hours)	1,100	$71,500.00
2.	DIRECT LABOR:	(Hours)	3,617	$54,082.21
3.	LABOR OVERHEAD:			$6,760.28
4.	TRAVEL AND SUBSISTENCE:			$22,259.50
5.	INDIVIDUAL CONSULTANT SERVICES:	(Hours)	0	$0.00
6.	OTHER DIRECT COSTS:			$1,450.00
7.	GENERAL & ADMINISTRATIVE EXPENSE:			$39,974.07
		(Total Hours)	4,717	xxxxxxxxxxx
8.	TOTAL ESTIMATED DIRECT COST AND BURDEN:			$196,026.06
9.	FEE:			$8,973.94
10	TOTAL ESTIMATED COST AND FEE:			$205,000.00

DATE: 13-Jul-90
Friday

SIGNATURE OF PREPARER:

This cost proposal shall remain binding for a period of Sixty (60) days.

II - DETAIL OF CONTRACT PRICING ELEMENTS IN PROPOSAL:

1. DIRECT SUBCONTRACTS	Hours	Av.Rate/hr	Cost + Fee	EST.COST ($)
Dr. Eric Wish	1,000	$65.00	$65,000.00	
Dr. Richard Dembo	100	$65.00	$6,500.00	
		$0.00	$0.00	$71,500.00
2. DIRECT LABOR	Hours	Av.Rate/hr	Cost	
Principal Executives	289	$42.48	$12,276.44	
Managing Executives	310	$33.89	$10,504.81	
Principal Associates	288	$16.83	$4,846.15	
Managing Associates	1,740	$10.00	$17,400.00	
Principal Consultants	870	$8.75	$7,612.50	
Consultants/Technicians	0	$0.00	$0.00	
Clerical and Support:	120	$12.02	$1,442.31	$54,082.21
3. LABOR OVERHEAD	Rate	x Base =	Burden	
	12.50%	$54,082.21	6,760.28	$6,760.28
4. TRAVEL EXPENSES:	[Unit]	[Amount]		
a) Transportation:				
Travel to sites	5	$250.00	$1,250.00	
Ground Transporation	5	$350.00	$1,750.00	
b) Subsistence:				
Per Diem	506 da	$25.00	$12,659.50	
Hotel & Lodgings	120 da	$55.00	$6,600.00	
				$22,259.50
5. INDIVIDUAL SERVICES:	Hours	Av.Rate/hr	Cost + Fee	
		$0.00	$0.00	
		$0.00	$0.00	
		$0.00	$0.00	$0.00
6. OTHER DIRECT COSTS:	[Unit]	[Amount]		
Printing & Copying	3 h	$150.00	$450.00	
Telephone & Communications	8 mo	$100.00	$800.00	
Postage	8 mo	$25.00	$200.00	
			$0.00	$1,450.00
7. GENERAL & ADMINISTRATIVE EXPENSE:	Rate	x Base =	Burden	
	25.62%	$156,051.99	39,974.07	$39,974.07
8. TOTAL DIRECT COST AND BURDEN:				$196,026.06
9. FEE:	Rate	x Base =	Burden	
	4.58%	$196,026.06	8,973.94	$8,973.94
10. TOTAL ESTIMATED CONTRACT COST:				$205,000.00

III - DIRECT LABOR - DETAIL OF EMPLOYEES BY CATEGORY				TOTALS	AVERAGE
1. PRINCIPAL EXECUTIVES	Hours	Rate/hour	Cost	Hours/Cost	Rate
J. Paul Molloy	225	$45.67	$10,276.44	289	
John Tuohey	64	$31.25	$2,000.00		
			$0.00		
			$0.00	$12,276.44	$42.48
2. MANAGING EXECUTIVES	Hours	Rate/hour	Cost	Hours/Cost	Rate
Charles van der Burgh	160	$40.87	$6,538.46	310	
John Jordan	150	$26.44	$3,966.35		
			$0.00		
			$0.00	$10,504.81	$33.89
3. PRINCIPAL ASSOCIATES	Hours	Rate/hour	Cost	Hours/Cost	Rate
Steve Polin	288	$16.83	$4,846.15	288	
			$0.00		
			$0.00		
			$0.00	$4,846.15	$16.83
4. MANAGING ASSOCIATES	Hours	Rate/hour	Cost	Hours/Cost	Rate
Out-reach Mgr No.1		$11.25	$0.00	1,740	
Out-reach Mgr No.2		$11.25	$0.00		
Out-reach Mgr No.3	870	$10.00	$8,700.00		
Out-reach Mgr No.4	870	$10.00	$8,700.00	$17,400.00	$10.00
5. PRINCIPAL CONSULTANTS	Hours	Rate/hour	Cost	Hours/Cost	Rate
Outreach Personnel No.1	870	$8.75	$7,612.50	870	
Outreach Personnel No.2		$8.75	$0.00		
Outreach Personnel No.3		$7.50	$0.00		
Outreach Personnel No.3		$7.50	$0.00	$7,612.50	$8.75
6. CONSULTANTS/TECHNICIANS	Hours	Rate/hour	Cost	Hours/Cost	Rate
Outreach Personnel No.4		$7.50	$0.00	0	
Outreach Personnel No.6		$7.50	$0.00		
Outreach Personnel No.7		$6.25	$0.00		
Outreach Personnel No.8		$6.25	$0.00	$0.00	$0.00
7. SUPPORT STAFF	Hours	Rate/hour	Cost	Hours/Cost	Rate
Support Staff	120	$12.02	$1,442.31	120	
			$0.00		
			$0.00		
			$0.00	$1,442.31	$12.02
8. TOTALS	3,617	XXXXXXXXXXXX	$54,082.21	XXXXXXXXXXXX	$14.95